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CS/DDP

COR-1569
Copy 2 of 5
15 March 1962

MEMORANDUM FOR: Deputy Director, Research
THROUGH : Acting Chief, DPD/DD/P *Swm*
SUBJECT : Weekly Report of Contracts Activity

1. The following comments are informational to you as, in your new position, you receive the first (attached) weekly report of contracts activity. Briefly, the background and logic for initiation of this report by Mr. Bissell will be summarized. As your new organization "shakes down" you may wish to make some changes in format, or eliminate this report, but until further notice the Contracts Staff will continue the weekly report as established by Administrative Instruction [REDACTED] (February, 1959).

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2. In late 1958 and early 1959 considerable thought was given and discussions held between Mr. Bissell and DPD personnel toward establishment of effective, yet streamlined, procedures for program and procurement approvals. He was concerned that up to that point in time too much emphasis had been placed on referring large numbers of contract documents to his desk for post or prior review, which in his opinion (1) took too much of his time, and (2) did not effectively give him the overall program and budget control which he desired.

3. This thought and these discussions culminated in Administrative Memo [REDACTED] which in brief provided:

a. For submission by technical/operational branches or staffs of "program approvals...for each major procurement program", which program approval forms would be approved by DD/P, and additionally by the DCI if in excess of \$100,000.00. These "program approval" forms have become known as "Activity Programs". Ordinarily a single contract or single contractor's effort was not to be considered as constituting a "procurement program", except in a few instances where an entire program might be "prime" contracted to one company for systems coordination and subcontract procurement from others of required subsystems.

b. Delegated to the DPD Contracting Officer authority to execute "all contracting documents which obligate Agency funds, regardless of amount, provided (1) that such contract is authorized in a Program Approval, and (2) that such contract, contract amendment, or other procurement document does not raise any significant question of procurement policy", with the further proviso that the Contracting Officer prepare a memorandum for the record on each procurement action and have same concurred in by the responsible DPD technical/operational component, the DPD Comptroller, and the Agency General Counsel. The same contracting authorization was given with respect to obligation of funds to the Departments/Agencies.

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Approval procedures for Activity Programs have varied slightly as between fiscal years. For example, prior to FY-62, Activity Programs were required to cover procurement of line items in the Fiscal Year Budget, except for IDEALIST (Materiel) and IDEALIST (Admin) segments of the budget. With respect to these latter two budget segments, approval of the budget was considered sufficient to proceed with procurement without specific Activity Programs. In approving the FY-62 budget for DPD Activities, however, the DCI concurred that no further Activity Programs would be necessary before proceeding to effect procurement as categorized within the budget, unless budget programs scope or dollars was about to be exceeded. With contract documents to be no longer referred to the DD/P, this Administrative Memo 116 further provided:

"In order that the DD/P may be kept currently informed of the status of contracts, the Contracting Officer, DPD-DD/P, will submit a weekly report to the DD/P which will show contracts or amendments initiated during the preceding week, together with a short statement of scope and budgetary data."

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4. Accordingly, the attached weekly report [REDACTED] is forwarded for your attention.

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SIGNED

[REDACTED]
Chief, Contracts Staff, DPD

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1 Attachment:
Weekly Report [REDACTED]

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DPD-DD/P: [REDACTED]:lmw (3-15-62)

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